

Important note

If you use assistive technology such as a screen reader, please use the PowerPoint version instead.

Please continue using this PDF if you

- Don't use a screen reader
- Aren't sure if you use a screen reader

To ensure you have the most current information, please get this job aid from the website rather than referring to a locally-saved copy.

Supervisor Approval Team Time & Attendance

Find Missing Employee Timesheets

Manager Self Service

Introduction

This job aid assumes basic familiarity with navigating PeopleSoft's Manager Self Service Team Time and Attendance module.

If you are unfamiliar with this, please first refer to the **Approve Salaried Employee Timesheets** job aid.

Team Time and Attendance

Access UTShare/PeopleSoft through **myUTSA**, or go to <https://my.utshare.utsystem.edu/>

The screenshot displays the 'Manager Self Service' dashboard. At the top, there is a 'Menu' dropdown and a 'Search in Menu' search bar. The dashboard features a grid of eight tiles:

- Financial Approvals**: 0
- HRMS Approvals**: 3
- Team Time and Attendance**: 6 Exceptions (This tile is circled in orange)
- Absence Analytics**
- Open Jobs**: 0
- Recruiting Activities**
- Team Performance**

An orange callout box with a white border points to the 'Team Time and Attendance' tile. The text inside the callout reads: 'In Manager Self Service, select the Team Time and Attendance tile'.

Find Missing Timesheets (part 1)

Employee Selection Criteria

| Description | Time Reporter Group |
|---------------------|----------------------|
| Time Reporter Group | <input type="text"/> |
| Employee ID | <input type="text"/> |
| Empl Record | <input type="text"/> |
| Last Name | <input type="text"/> |
| First Name | <input type="text"/> |
| Business Unit | <input type="text"/> |
| Department | <input type="text"/> |
| Reports To Position | <input type="text"/> |
| Location Code | <input type="text"/> |
| Company | <input type="text"/> |
| Workgroup | <input type="text"/> |

[Get Employees](#)

[Clear Criteria](#)

1. Select Get Employees.

Under **Change View**

2. Select the **calendar** icon to enter Monday's date for the week needed.

3. Select the **refresh** icon.

Change View

*View By: Week

Date: 10/24/2022

Show Schedule Information

[Previous Week](#) [Next Week](#)

Employees For: Best Boss , Totals From 10/24/2022 - 10/30/2022

1-6 of 6

Time Summary | Demographics

| Last Name | First Name | Employee ID | Empl Record | Reported Hours [Ⓜ] | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|-----------|------------|-------------|-------------|-----------------------------|----------------------|-----------------|-----------|------------------|-----------------------------|--------------|
| Doe | Jane | 1000000000 | 0 | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Doe | John | 1000000000 | 0 | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Doe | Jane | 1000000000 | 0 | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Smith | John | 1000000000 | 0 | 34.00 | 0.00 | 40.00 | | | 34.00 | 0.00 |

Find Missing Timesheets (part 2)

Employee Selection Criteria

| Description | Time Reporter Group |
|----------------------------|---------------------------------------|
| Time Reporter Group | <input type="text"/> |
| Employee ID | <input type="text"/> |
| Empl Record | <input type="text"/> |
| Last Name | <input type="text"/> |
| First Name | <input type="text"/> |
| Business Unit | <input type="text"/> |
| Department | <input type="text"/> |
| Reports To Position Number | <input type="text" value="12345678"/> |
| Location Code | <input type="text"/> |
| Company | <input type="text"/> |
| Workgroup | <input type="text"/> |

Get Employees

Clear Criteria

Save Criteria

Change View

*View By: Week

Date: 10/24/2022

Employees For: Best Boss , Totals From 10/24/2022 - 10/30/2022

1-6 of 6

Time Summary | Demographics

| Last Name | First Name | Employee ID | Empl Record | Reported Hours [Ⓜ] | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|-----------|------------|-------------|-------------|-----------------------------|----------------------|-----------------|-----------|------------------|-----------------------------|--------------|
| Doe | Jane | 1000000000 | 0 | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Doe | John | 1000000000 | 0 | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Doe | Jane | 1000000000 | 0 | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Smith | John | 1000000000 | 0 | 34.00 | 0.00 | 40.00 | | | 34.00 | 0.00 |

4. In the Time Summary table, review the **Reported Hours** column to identify reported hours of 0.00. These indicate employees who have not submitted their timesheets. You **must notify** each employee to submit their timesheets.

Questions?

Payroll contacts

Phone: (210) 458-4280

Email: payroll@utsa.edu

Thank You!

The University of Texas at San Antonio

UTSA Financial Affairs